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State of Vermont
Buildings and General Services

Postal Center

NOTICE

NEW PAPERLESS PROCESS FOR ACCOUNTABLE MAIL

The BGS Postal Center is implementing a new paperless process for tracking and documenting all accountable mail (anything that needs a signature). This process will replace the physical tracking document we leave for signature with an emailed document identifying the packages that will be delivered to your mail stop. This will aid in tracking packages and will also reduce face to face contact between our customers and staff.

Paperless Accountable Mail Process starts on **Tuesday, April 13, 2021** for your location.

In order for this process to work, the Postal Center will always need an email address on file for each Zip+4. We recommend that customers use a general email address to reduce future issues with personnel changes. If you have recently updated your contact information with us, thank you. If not, please contact us at bgs.postalcenter@vermont.gov or call 802-828-2203 with the email you want on file for accountable mail or if you have any questions or concerns.